

## RECORDS TO BE MAINTAINED AT THE FACILITY – ADULT RESIDENTIAL

THE FOLLOWING INFORMATION, which is required under specific sections of Title 22, California Code of Regulations, MUST BE KEPT IN THE FACILITY, COMPLETE AND CURRENT, AND READILY AVAILABLE FOR REVIEW. (A FACILITY FORMS REQUEST (LIC 183) IS ATTACHED FOR YOUR USE.)

### I. Client Records

- A. Preplacement Appraisal Information (LIC 603).
- B. Appraisal Needs and Services Plan updated as frequently as necessary to ensure its accuracy. (LIC 625).
- C. Physicians Report (LIC 602) Medical assessment including record of illnesses and medical care provided; evidence or periodic medical examination and care; and record of changes in physical, mental emotional and social functioning of residents.
- D. Current admission agreement with authorized signatures, Admission Agreement Guide (LIC 604).
- E. Identification and Emergency Information (LIC 601).
- F. Record of Client's/Resident's Safeguarded Cash Resources (LIC 405), including supporting receipts of expenditures and Client/Resident Personal Property and Valuables (LIC 621), a record of each client's personal property and/or valuables entrusted to the facility.
- G. A demand trust account for each client's cash resources if not kept in the facility.
- H. Evidence of consultation from a dietitian, physician, social worker, psychologist, or any other consultation in determining if client needs can be met by facility or in modifying needs and services plan of client, when general facility program fails to meet an individual client's needs Appraisal/Needs and Services Plan (LIC 625).
- I. Centrally Stored Medications and Destruction Record (LIC 622).
- J. Unusual Incident/Injury Report (LIC 624).
- K. Death Report (LIC 624A).
- L. Roster of Facility Clients/Residents (LIC 9020).
- M. Personal Rights Forms (LIC 613).

### II. Personnel Records

- A. Health Screening Report - Facility Personnel (with Tuberculosis (TB) clearance) (LIC 503).
- B. TB clearance and "good health" statement from volunteer(s).
- C. Personal Record-employment application form completed by each staff member (LIC 501).
- D. Personnel Report-showing current roster (LIC 500).
- E. Criminal Record Statement for persons subject to fingerprint requirements (LIC 508).
- F. Licensee's affidavit on persons exempt from fingerprint requirements (if not on LIC 500).
- G. Verification of education, experience, training and/or license/certificate for the administrator, staff and consultants.
- H. Verification of training in first aid for persons responsible for providing direct care and supervision.
- I. Valid water safety certificate for any adult giving water activity staffing responsibility.
- J. Notice - Employee Rights (LIC 9052).

### **III. Administrative Records**

- A. Employment of or evidence of regular consultation from a nutritionist, dietician, or home economist if facility is licensed for 50 or more residents.
- B. Dated weekly employee time schedule posted in facilities for 16 or more residents.
- C. Documentation of actual hours worked by staff.
- D. Current and valid driver's license for each staff member transporting clients.
- E. Surety Bond, if appropriate (LIC 402).
- F. Menus for the most recent 30-day period.
- G. Posted emergency phone numbers and addresses.
- H. Emergency Disaster Plan (LIC 610) evidence that disaster and emergency drills are conducted every six months. Documentation of the drills shall be maintained for a year.
- I. Notices of planned activities for facilities of seven or more clients, posted in a central location. Copies of such notices shall be retained for at least six months.
- J. A current written program of activities which is planned in advance and is readily available to clients and authorized representatives in facilities of 50 or more clients.
- K. Documentation for Exceptions and Facility Waivers (LIC 956/LIC 971).
- L. For facilities licensed for seven or more clients, posted facility license (LIC 203).
- M. Provider/Licensee Rights, Appeals Procedure (LIC 9058).

(PLEASE KEEP THIS NOTICE IN YOUR OFFICE FOR YOUR REFERENCE)